

**CITY OF SUNNYVALE**

Rev/Est			
Job Code	0286	Rep	MGNT
EEOC Category	Official and Administrator		

**INTERGOVERNMENTAL RELATIONS OFFICER****DEFINITION**

Under general direction of the Assistant to the City Manager, develops and coordinates programs to facilitate interaction between the City and the State legislature and other city, county, and regional government officials; performs complex, difficult and sensitive legislative, policy, administrative, systems and management analyses in support of activities within the Office of City Manager; manages the City's Intergovernmental Relations (IGR) Program and Citywide Process Improvement Program; makes recommendations for action and assists in policy, procedure and budget development and implementation; directs the work of assigned staff; and, performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position classification is assigned to the Office of the City Manager. The incumbent serves as the liaison to legislators and other public agencies in matters relating to intergovernmental affairs and performs a variety of assignments involving matters that are either specific to the Office of the City Manager or Citywide in scope, such as conducting major analytical assignments and assisting departments in such tasks as program evaluation. The position functions with a high degree of independent judgment involving complex administrative and management responsibilities. This classification is distinguished by the degree and level of contact with legislative bodies, elected officials, appointed members of boards and commissions, community leaders, and other governmental agencies.

**TYPICAL DUTIES** *(May include, but are not limited to, the following)*

- Develops and directs a program for maintaining contact with legislative and political leaders; manages the City's external relationships with other governmental agencies and legislative bodies.
- Maintains awareness of legislative activities affecting City operations and the potential impact on City operations; tracks State and Federal legislation; coordinates staff efforts to obtain results on the City's legislative objectives; prepares and coordinates letters, statements and other lobbying efforts on behalf of the City; represents the City at the State Legislature; coordinates annual City-wide review of new legislation..
- Advises City staff on various legislative issues, intergovernmental relationships, and related policies.
- Provides consultation to management staff that provides support for Council intergovernmental assignments; participates in or leads special projects in

intergovernmental relations issues.

- Clarifies, defines and frames legislative, intergovernmental and political issues for discussion with the City Manager's Office and City Council; recommends strategies and positions to the City Manager, Council and staff, as requested.
- Manages the City's legislative and issues advocacy program City-wide.
- Develops the City's annual Legislative Advocacy Positions and legislative priorities.
- Researches and analyzes technical and complex issues, utilizing a variety of analytical techniques including statistical, and/or organizational analysis; develops and monitors program and department budgets.
- Prepares reports and makes presentations to the City Council; prepares non-routine correspondence for Mayor and elected officials; coordinates quarterly Council study sessions.
- Manages the City's Study Issues process; participates in or leads special projects related to City-wide process improvement, priorities and procedures.
- Provides training and consultation to City management staff that conducts legislative and issue advocacy.
- Develops and maintains City Council and administrative policies; provides staff training on Office of the City Manager policies and consultation to department staff on policy development.
- Manages interdepartmental teams and complex projects and studies; manages programs and projects of a complex and varied nature.
- Oversees a fund development and legislative advocacy program to secure federal and state budget appropriations, grant funds and legislative support for priority City projects
- Provides functional and lead supervision on an assigned and/or project basis.

### **MINIMUM QUALIFICATIONS**

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree in Public Administration, Public Policy, Political Science or a closely related field and three years of progressively responsible administrative/analytical experience including some intergovernmental relations experience. Some experience performing policy or legislative analysis and/or project management is desirable. A Master's degree in a related field of study is desirable.

### **Other Requirements:**

Maintenance of a valid California driver's license and satisfactory driving record is required.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Local, state and federal legislative processes and functions.
- Federal and State programs as they relate to municipal operations.

- Applicable laws, regulations and codes related to the work.
- Principles and practices of Public Administration; methods of budget development and administration.
- Structure and content of the English language including spelling, punctuation, grammar and rules of composition.
- Effective presentation methods including verbal, visual, electronic and other appropriate methods.
- Computer applications related to information storage and retrieval, document imaging, statistical analysis, and electronic document and records management.
- Basic principles of supervision, training, and staff development.

Skill in:

- Interpreting rules, regulations, policies and procedures, proposed and enacted legislation, laws and guidelines; analyzing proposed legislation and making recommendations regarding City's position.
- Analyzing and interpreting complex documents, administrative procedures and regulations, and legal requirements; evaluating alternatives and recommending effective solutions.
- Representing the City effectively in meetings with governmental agencies, community groups, boards and commissions, and the public and building consensus among participants.
- Developing policies, procedures and internal controls.
- Planning and conducting training for City staff.
- Preparing and presenting organized and accurate oral reports.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.
- Preparing clear, concise and complete documentation, reports and correspondence.
- Planning and organizing work; assigning, directing, reviewing and evaluating staff and activities.

Ability to:

- Communicate effectively with staff, elected officials, lobbyists, legislators, and other government officials; communicate complex rules, regulations, legislation, laws and technical information in a manner that is appropriate for the intended audience.
- Effectively advocate for City's position on intergovernmental issues. Interpret, understand and apply established City policies, procedures and codes; complex local, state and federal laws, rules and regulations as they relate to municipal government operations.
- Interpret and apply federal and state legislation and court rulings; draft new policies and procedures related to legislation.
- Exercise effective judgment within established guidelines.
- Ability to prepare studies and reports concerning complex matters and situations.

- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Apply mathematical reasoning and choose the appropriate mathematical or statistical technique to solve practical problems.
- Develop and administer program budgets.
- Establish and maintain effective working relationships with City departments, City Council, public and private entities, and the public.
- Travel to various locations within and outside the City of Sunnyvale in order to fulfill job responsibilities including the attendance at professional meetings, seminars, conferences and training activities.
- Willingness to work beyond normal business hours, including nights, weekends and holidays, as necessary.

Environmental and Physical Factors:

The work of this position is routinely performed in an office environment. Incumbents are required to use a multi-line telephone, computer, copy machine, fax machine, scanner and other business machines, including calculators. The position requires the incumbent to be seated for prolonged periods of time such as when attending meetings and when entering and editing information in a computer system. Repetitive hand movement and fine coordination are needed when using a computer keyboard. Near and far vision are required when using a computer and making presentations. The ability to lift items weighing up to 25 pounds, such as boxes of files and office equipment, is required. This position routinely communicates with City staff, elected officials, the public, private industries, consultants and other government agencies, both in person and over the phone which requires acute hearing. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.